

Last Revised Date: 05/01/2017

## General Information

Task	Process Information
<b>Running the PO Buydown Report</b>	<p>This report should be run at any time to view the detail of transactions associated with a purchase order(s) and the remaining open balance. The information helps to manage your open POs by showing what you have left and what you have been spending (including PO balances) what has been unpaid, and what vouchers have been posted against the PO (coding included).</p> <p>Only POs that are 'Dispatched' and have a 'Valid' budget status will appear on the report.</p> <p><u>Note:</u> This report can be exported to Excel.</p>

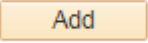
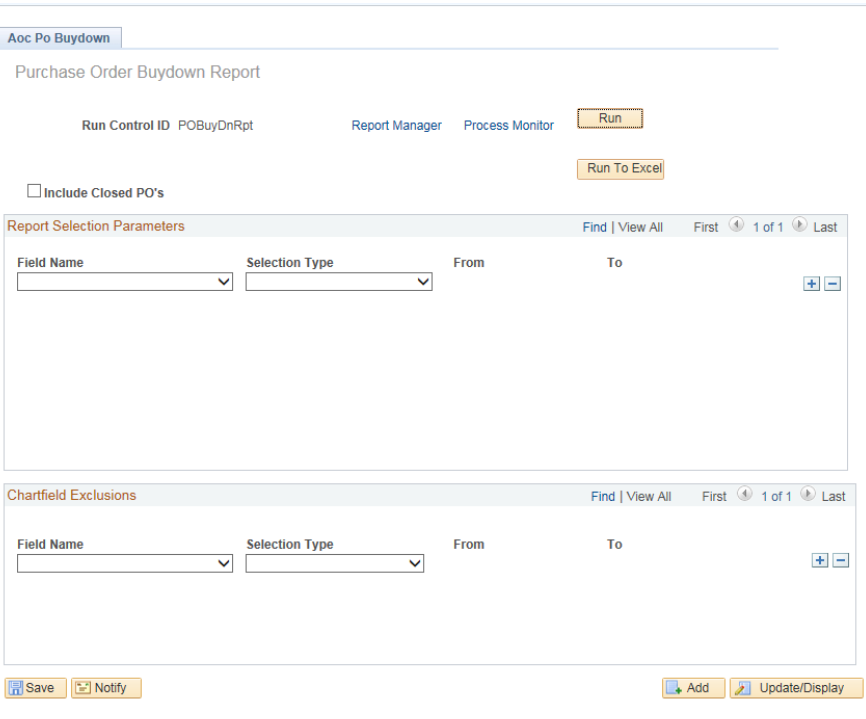
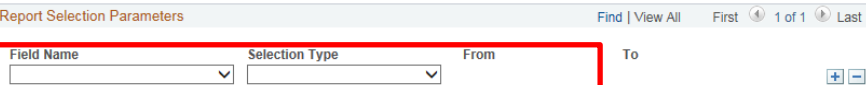
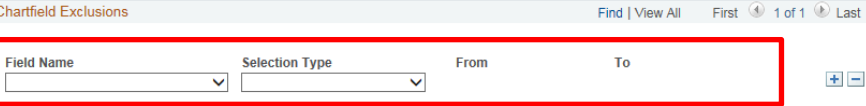

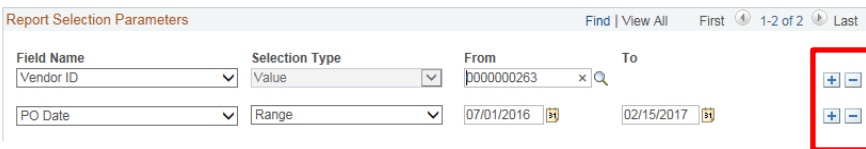
## GEARS Navigation

Purchasing > Purchase Orders > Review PO Information > PO Buydown Report	
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## 1.0 Process

This document is intended to provide a quick reference to running the PO Buydown Report within GEARS.

STEP	ACTION	DETAILS
<b>1.</b>	<p><b>Create the Run Control ID.</b> The first time you run the PO Buydown Report, you must create a new Run Control ID. Click on the <b>Add a New Value</b> tab.</p> <p><b>NOTE:</b> A Run Control ID is the name that will be given to the saved parameters you select for the report. You can run the same report again in the future by selecting the same Run Control ID when using the Find an Existing Value tab. No spaces are allowed in the Run Control ID. In addition, the report parameters for a Run Control ID can also be changed after selecting the ID.</p>	

2.	Click the  button.
3.	<p>The Purchase Order Buydown Report Run Control page displays.</p> 
4a.	<p><b>Specify the Report Parameters.</b> Select the Field Name criteria for your report and select either a specific Value or a Range of Values for the field.</p> <p>You can report on any single or combination of the following fields: Account, Appropriation Year, Account Encumbrance Indicator, Fund, PO Date, PO Number, Program Cost Account (PCA), Project, Vendor ID, or Vendor Name.</p> <p><b>NOTE:</b> If one of the PO Lines meets your criteria, then <u>all</u> of the PO Lines will display. This is so that PO balance and totals are accurate. To refine your results, you can use the Excel download to filter on your criteria.</p>   <p> You can select multiple field names. Add/delete field names as needed by using the “+” and “-” buttons to the right of the line.</p> 

- 4b.** You can exclude any single or combination of the following **ChartFields**: Exclude Account, Exclude Fund, Exclude PCA, Exclude Program, Exclude Project, Exclude Zero Balance POs.

**NOTE:** You can select multiple field names. Add/delete field names as needed by using the "+" and "-" buttons to the right of the line.

- 5.** Save the parameters selected by clicking the **Save** button.



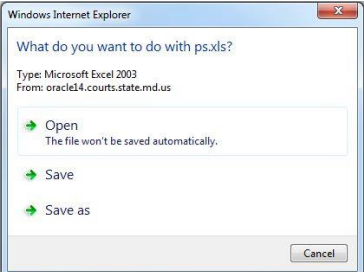

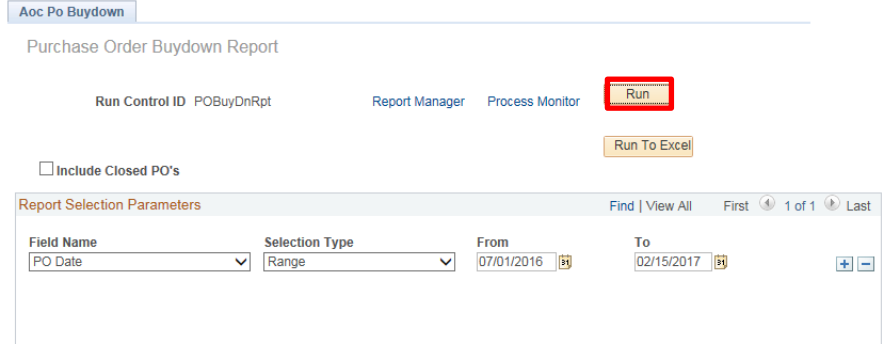
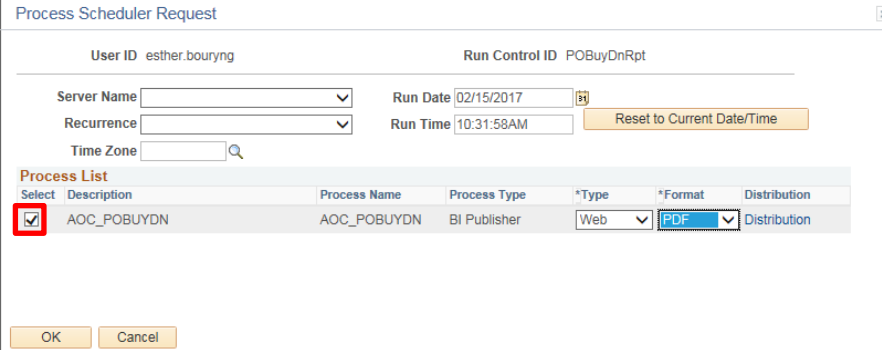
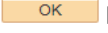
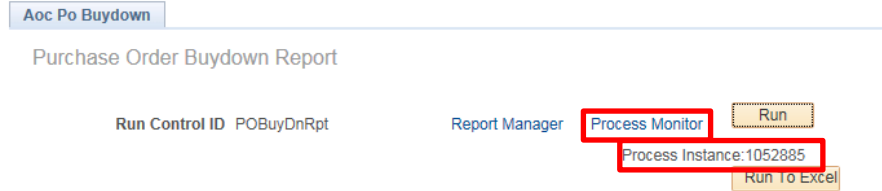
- 6.** To download the results to Excel, continue to Step 7. To run and print the report, skip to Step 10.

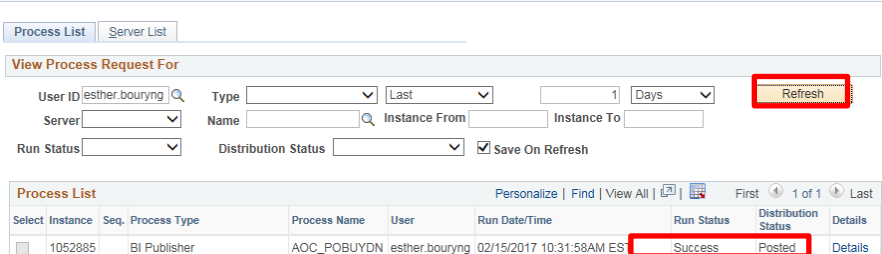
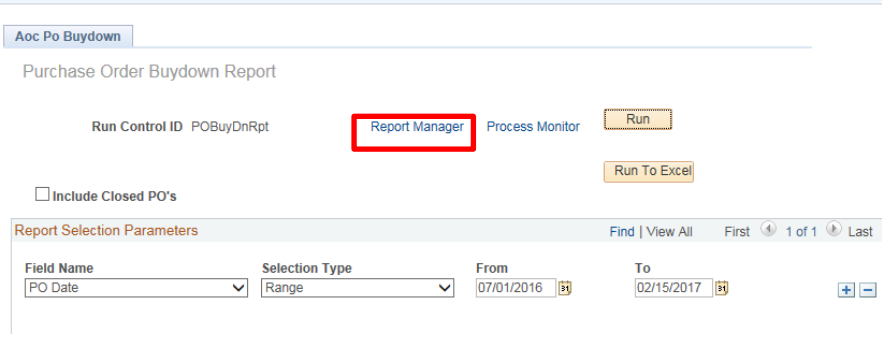
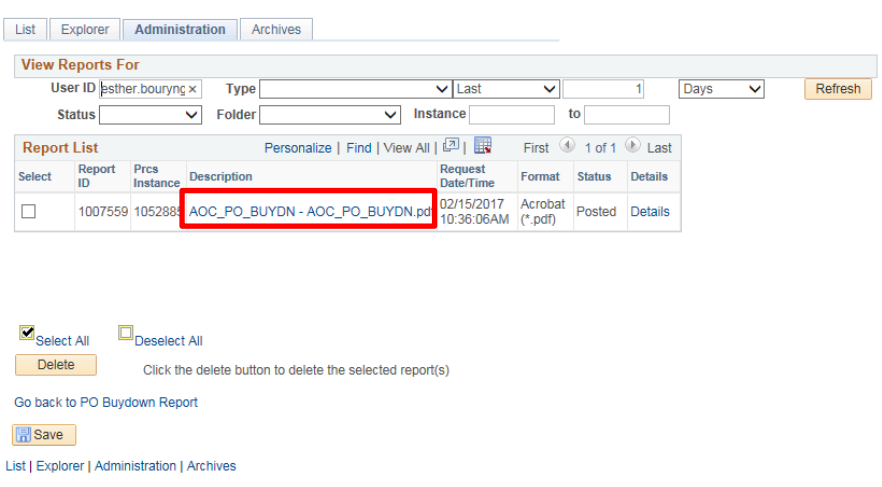
- 7.** Click the **Run To Excel** button.

- 8.** The **Purchase Order Buydown Search Results** page displays the following fields: PO Number, PO Date, Vendor ID, Vendor Status, Vendor Name, PO Line, PO description, Distribution Line, Account, PCA, Fund, Approp Year, Project, PO Amount, Vouchered (Vchrd) Amount, PO Balance, and Account Encumbered/Non-Encumbered status.

Purchase Order Buydown Search Results

Business Unit	PO Number	PO Date	Vendor ID	Vendor Status	Vendor Name	PO Line	Description Line	PCA	Fund	Account	Approp Year	Project	PO Amount	Vchrd Amount	PO Balance	Account Encumbered	Non-Encumbered
UNCLAD	000007100	07/01/2016	00001000	Approved	EN-NET SERVICES LLC	1	18PO for maintenance computer		0000	0001	0000	AT2017	40,000.00	20,242.31	27,757.69		
UNCLAD	000007100	07/01/2016	00001000	Approved	EN-NET SERVICES LLC	2	2 Hardware and software		0000	0001	0000	AT2017	40,000.00	2,037.11	38,412.89		
UNCLAD	000007100	07/01/2016	00000400	Approved	AMERICAN BANK ASSOCIATION	1	1 Depository of funds and cash		0000	0001	0000	AT2017	10,000.00	100.00	9,899.00		
UNCLAD	000007100	07/01/2016	00000700	Approved	LANE JOURNAL PRESS	1	1 Long term investment PO		0000	0001	0000	AT2017	6,750.00	1,000.00	7,750.00		
UNCLAD	000007100	07/01/2016	00001001	Approved	LANE JOURNAL PRESS	1	1 Long term investment PO		0000	0001	0000	AT2017	6,000.00	0.00	6,000.00		
UNCLAD	000007100	07/01/2016	00000401	Approved	THOMSON REUTERS WEST	1	1 Computer and network		0000	0001	0000	AT2017	220,100.00	0.00	220,100.00		
UNCLAD	000007100	07/01/2016	00000200	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	10,000.00	14,350.00	14,350.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	AMERICAN BANK ASSOCIATION	1	1 Depository of funds and cash		0000	0001	0000	AT2017	10,000.00	0.00	10,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		
UNCLAD	000007100	07/01/2016	00001000	Approved	MILITARY ALUMINUM CO. & REGULATORY CO.	1	1 Copper and 2. Bar for use		0000	0001	0000	AT2017	1,000.00	1,000.00	1,000.00		

<p>9.</p>	<p>Click the  button to download the results into Excel and open and/or save in Excel.</p> <p><b>**This completes the steps for downloading results into Excel.</b></p>	 
<p>10.</p>	<p><b>Run the Report.</b> Click the  button.</p>	
<p>11.</p>	<p><b>Schedule the Process.</b> The <a href="#">Process Scheduler Request</a> page displays.</p> <p>These settings are system-generated. The correct Process Name, Type, and Format are automatically selected. The Report will run immediately.</p> <p><b>NOTE:</b> Confirm the AOC_POBUYDN report is selected (checked) and the *Format is PDF.</p>	
<p>12.</p>	<p>Click the  button.</p>	
<p>13.</p>	<p><b>Make Sure The Process Runs.</b> Make note of the Process Instance number, and then click the <a href="#">Process Monitor</a> link.</p>	

14.	<p><b>Check the Process Status.</b> The <a href="#">Process List</a> page displays.</p> <p>Click the <a href="#">Refresh</a> button and continue clicking the <i>Refresh</i> button until the <b>Run Status</b> = Success and <b>Distribution Status</b> = Posted.</p>	
15.	<p><b>Retrieve the Report.</b> Click the <a href="#">Go back to PO Buydown Report</a> link to return to the <a href="#">Report Request Parameters</a> page.</p>	
16.	<p>The PO Buydown Report Run Control page displays.</p> <p>Click the <a href="#">Report Manager</a> link.</p>	
17.	<p>Click the <a href="#">Administration</a> tab.</p>	
18.	<p><b>View the Report.</b> The View Reports page displays.</p> <p>Click the link of the report you wish to view that corresponds to the Process Instance Number that was run.</p> <p>The report will open as a PDF file in a separate window. See below for sample output.</p>	

19.



## Purchase Order Buydown Report

Run Date February 15, 2017

Run Time 10:36 AM

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Report Criteria: Select: PO\_DT Between 07-01-2016 and 02-15-2017

Exclude: ACCOUNT Between 0100 and 0899 and PRODUCT = 60001 and Zero Balance  
PO's and Exclude Closed PO's

PO ID: 0000057383

PO Date	Vendor Id	Status								
07/01/2016	0000010509	A	EN NET SERVICES LLC							
Cf	PO Line	Description	Dist Ln	Bud Ref	PCA	Fund	Account	PO Amt	Vchrd Amt	PO Balance
NE	1	BPO for miscellaneous computer	1	AY2017	90001	0001	0926	48,000.00	20,242.31	27,757.69
<b>PO Totals:</b>								48,000.00	20,242.31	27,757.69

## Voucher ID: 00260778

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE	0000023892	89055	07/13/2016	1	1	AY2017	90001	0001	0926	1,547.88

## Voucher ID: 00261438

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE	0000023919	89033	07/11/2016	1	1	AY2017	90001	0001	0926	1,776.85

## Voucher ID: 00264293

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE	0000024073	89196	07/25/2016	1	1	AY2017	90001	0001	0926	965.58

## Voucher ID: 00272147

Cf	Receipt ID	Invoice	Inv. Dt	Voucher Line	Voucher Dist Ln	Bud Ref	PCA	Fund	Account	Voucher Amt
NE	0000024614	89266	07/29/2016	1	1	AY2017	90001	0001	0926	553.50

20.

## PO BUYDOWN REPORT FIELD NAMES:

**Account** – The four-digit numeric sub-object account number, i.e. 0808 Equipment Rental, 0902 Office Supplies, which would include any leading zeros.

**Approp Year (Bud Ref)** – The six-digit alpha numeric appropriation year, i.e. AY2014.

**Account Encumbrance Indicator / Encumbrance (E)** – This information is displayed as “Cf” on the report. Includes all accounts that are eligible for encumbering at year-end per the state’s General Accounting Division. It DOES NOT mean that the returned PO’s were in fact encumbered or not encumbered by the Department of Budget and Finance.

**Account Encumbrance Indicator / Non Encumbrance (NE)** – This information is displayed as “Cf” on the report. Includes all accounts that are NOT eligible for encumbering at year-end per the state’s General Accounting Division. It DOES NOT mean that the returned PO’s were in fact encumbered or not encumbered by the Department of Budget and Finance.

**Fund** – The four-digit numeric funding source, i.e. 0001 General Funds, 0003 Special Funds, which would include any leading zeros.

**Purchase Order Date** – The date the purchase order was created and the format would be MM/DD/YYYY.

**PO Balance** – The amount remaining on the PO.

**PO Number** – The ten-digit numeric PO number in GEARS, i.e. 0000044512, which would include any leading zeros.

**Program Cost Account (PCA)** – The five-digit alpha-numeric or numeric number assigned to your court or department, i.e. 60091, B0200. If included in your selection criteria, this information is displayed as “Product” on the Report Criteria line.

**Project** – The 15-digit alpha numeric number assigned to a project within the Grants/Project Costing module. This would not be used by many people.

**Receipt ID** – The receipt number associated with the voucher line.

**Status** – The Vendor Status (e.g., A = Active, I = Inactive).

**Vchrd Amt** – The voucher amount that has been posted against the PO. Only vouchers with a ‘Valid’ budget check will appear in the report.

**Vendor ID** – The ten-digit numeric vendor ID assigned by GEARS, which should include any leading zeros.

**Vendor Name** – The alpha-numeric name for the vendor.

**End of Document**

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This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.